



**DEPARTMENT OF SOCIAL SERVICES  
CAREER EXECUTIVE ASSIGNMENT  
EXAMINATION ANNOUNCEMENT  
**CANCELLED****

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF SOCIAL SERVICES	<b>RELEASE DATE:</b>	Wednesday, February 3, 2010
<b>POSITION TITLE:</b>	ASSISTANT SECRETARY (ARRA IMPLEMENTATION), OFFICE OF PROGRAM AND FISCAL AFFAIRS, PENDING DPA & SPB APPROVAL, LIMITED TERM ENDS 09-24-10	<b>FINAL FILING DATE:</b>	Wednesday, February 17, 2010
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$ 9,476.00 / Month	<b>BULLETIN ID:</b>	02032010_1

### POSITION DESCRIPTION

The Assistant Secretary, Program and Fiscal Affairs, American Recovery and Reinvestment Act (ARRA) Implementation, reports to the Undersecretary, Program Support. As a member of the Agency Secretary's executive staff, the incumbent provides oversight, formulates, analyzes, revises, interprets, and evaluates American Recovery and Reinvestment Act (ARRA) programs receiving ARRA funds under the jurisdiction of the Health and Human Services Agency and performs as chief coordinator of ARRA programs critical to the mission of the Agency.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as

defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

- a. Knowledge of the Health and Human Services Agency and its departments, including broad-based background of their administrative, program, fiscal, and legislative policies and issues.
- b. Knowledge of and demonstrated effectiveness in implementing statewide initiatives and policies.
- c. A clear understanding and knowledge of the legislative process and protocol, and ability to effectively represent the Agency's executive policy and perspective to members of the State Legislature, their staff, and other individuals involved in the legislative process.
- d. Demonstrated capacity to work cooperatively and promote partnerships with departments within Agency, State and Federal control agencies, and the Legislature.
- e. Demonstrated knowledge of both state and federal funding procedures, including developing state budget proposals.
- f. Direct managerial experience, preferably in California State service, working with subordinate managers in administrative and policy formulation capacities, or a significant health or human service program.
- g. Demonstrated experience working with American Recovery and Reinvestment Act (ARRA) programs receiving federal stimulus funds.
- h. Demonstrated experience working with the Governor's Office, Office of the Inspector General, Bureau of State Audits, federal Office the Inspector General and the Department of Finance on ARRA implementation and expenditure authority issues.
- i. Demonstrated experience facilitating the development of external and internal communication strategies and approval of ARRA's data reports to the federal government, state control agencies and Legislature.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **ASSISTANT SECRETARY (ARRA IMPLEMENTATION), OFFICE OF PROGRAM AND FISCAL AFFAIRS, PENDING DPA & SPB APPROVAL, LIMITED TERM ENDS 09-24-10**, with the **DEPARTMENT OF SOCIAL SERVICES**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*



The examination will consist of a screening committee established to screen applications and a three-page statement of qualifications, based on the minimum qualifications and desirable qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge and abilities specifically meet the minimum qualifications and desirable qualifications.

Based on the committee's evaluation of the competitive group, interviews may be conducted with only the most qualified candidates, if it is determined necessary to make a selection. Interviews may be scheduled in February 2010. Each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies, if they occur within the next 12 months, or a new examination may be scheduled.

## **FILING INSTRUCTIONS**

If qualifying under pattern IV, please provide DD214 form with application.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

DEPARTMENT OF SOCIAL SERVICES, EXAMINATION UNIT, ADMINISTRATION  
DIVISION

744 P STREET, MS 8-15-59, SACRAMENTO, CA 95814  
CRYSTAL BUTLER | (916) 651-2747 | CRYSTAL.BUTLER@DSS.CA.GOV

## **ADDITIONAL INFORMATION**

Examination questions should be directed to the above contact. Position questions should be directed to Sonia Herrera, CHHS, (916) 654-3454.

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF SOCIAL SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will

be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>